

Deputy Program Business Manager – GS-13

MAJOR DUTIES

1. The incumbent reports to the Program Business Manager as the deputy senior management official for business support. The incumbent supplies business management advice for the establishment of technical and schedule objectives and is responsible for the application of business management techniques to accomplishment of those objectives. The incumbent is responsible for all aspects of Program budget and accounting system operations relating to planning, analysis, formulation, justification, presentation, execution and review of multiyear space flight missions. As Deputy Program Business Manager he/she is responsible to the Program Business Manager for assuring the work assignments of individual Mission Business Managers and project support personnel are carried out by:

- Participating in the distribution and balancing of the work load among employees in accordance with established work flow or job specialization, and assuring timely accomplishment of work.
- Instructing employees in specific task and job techniques and making available written instructions, reference material and supplies.
- Giving on-the-job training to new employees in accordance with established procedures and practices.
- Maintaining current knowledge and answering questions of other employees on procedures, policies, directives, etc. and obtaining needed information for decisions on problems that arise.
- Checking on work in process, spot checking and reviewing completed work to see that the Mission Business Managers' instructions on work sequence, methods, procedures, and deadlines have been met.
- Amending or rejecting work not meeting established standards, referring unusual situations to supervisor.
- Reporting to supervisor on performance, progress, and training needs of employees.
- Making "information suggestions" to supervisor as requested concerning promotion, reassignment, recognition, and personal needs.

2. Provides advice and guidance to program and line managers on the interpretation of budget estimates and the formulation of budget requests in support of multiyear development of major

space flight experiments. Interprets Agency, Office of Management and Budget (OMB) and congressional policies or regulations for the justification and submission of budget estimates. Determines the time phasing of budget plans (i.e., acquisition and use of funds) to coincide with payments to contractors for completion of milestones in development, procurement, or modification of systems. Reviews long-range budgetary and program requirements to assure their conformance with established Agency policies and the intent of Congress. Modifies budget estimates, as necessary, to conform to changes in technology, manufacturing deadlines, and program direction.

3. Coordinates actions with Headquarters, other NASA Centers and other Center organizations and levels of management.

4. Prepares formal consolidated budget forecasts and reports on budget execution as required by GSFC, NASA HQ, and OMB.

5. Establishes systems and analysis techniques for the effective monitoring of financial progress and status of the Office. He/she determines the interrelation of events to their effect on financial resources, and ensures continual assessment and periodic reporting of financial status and forecast. Maintains surveillance of project schedule milestones that may affect program cost or technical acceptance.

6. Develops an optimum budget, justification and supporting materials, and historical statements for providing the best possible review of the Program office needs. Participates in various levels of resources reviews, including reviews with Center general management, by executive level management at NASA Headquarters, contractors, investigators and foreign governments.

7. Evaluates offer cost proposals and the active establishment of cost/price objectives for contract negotiations. Conducts numerous and diverse cost studies for a variety of decision making processes, such as the decision to contract for support services or to use Civil Service personnel. Examples of specific duties are: prepare cost portion for RFPs; analyze proposals; perform contractor audits; participate in contract negotiations; perform cost comparison studies; and issue special reports as required.

8. Serves as financial consultant and advisor, participating in management and technical working groups and special ad hoc advisory panels as may be necessary for expediting solutions to mission problems.

9. Directs and plans all procurement activities for the project. Responsible for defining and obtaining approval for the acquisition plans of all project needs (spacecraft, instrument, ground stations, etc.).

10. Serves as a member of Proposal Evaluation Teams as required.

11. In addition, to the involvement in the financial and administrative activities of the Office, the incumbent is responsible for (a) review and analysis of progress toward Program objectives, (b) adjustments in and amongst the various missions to optimize the use of personnel and minimize the mission cost, and (c) developing responses to audit and other inquiries by various activities such as NASA audit, GAO, Center management and NASA Headquarters program management.

12. Acts for the Program Business Manager of the Program Office in his/her absence.

13. Performs required travel.

14. Act as ISO Directives Manager for Program Office.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Extensive knowledge of the Federal Budget process and the NASA planning, reprogramming, budget system in order to develop long-range (multiyear) budgetary plans to support the development, acquisition, and launch of major flight payloads.

General knowledge of all operating programs, functions and objectives of NASA and thorough knowledge of the functions and objectives of the Office.

A high degree of skill in applying policy, regulation and guidelines to develop budgetary plans for a significant R&D program involving major contracts and extensive dealings with other government agencies, which takes into account the effect of changing economic and fiscal policies.

Extensive background in the concepts, theories, principles and practices of general and cost accounting, budgetary control and financial analysis, and a firm foundation in legal principles governing business transactions and business relationship(s).

Knowledge of involved and diversified accounting concepts, theories and relationships and the ability to apply them to theoretical and practical financial problems with versatility, judgment, breadth and perception.

Ability to organize the various elements and groups required to effect a complete spacecraft program.

Professional knowledge of and ability to apply Research and Development business principles in developing and operating spacecraft and instrument systems including subsystems such as thermal, structural, power, communications, data handling, control and guidance.

Knowledge of and experience in all phases of Project Management in the areas of project control and schedule analysis.

Skills in communicating effectively both orally and in writing.

FACTOR 2 - SUPERVISORY CONTROLS

Work is performed under the guidance and review of the Program Business Manager. Within broad policy limitations established for fiscal management, the incumbent is responsible for planning, analyzing, recommending, and for carrying out all budgetary and accepting actions necessary to accomplish financial objectives and support the office. Analyses and recommendations are relied upon by the Program Business Manager, Program Office and various levels of management within and outside NASA. The incumbent is responsible for coordinating recommendations and actions with counterparts in higher and lower echelons within NASA and other government agencies.

Completed work is reviewed for effectiveness in achieving financial and budgetary goals, and overall accuracy of budgetary and accounting support.

FACTOR 3 – GUIDELINES

Guidelines consist of NASA policies and regulations covering most aspects of appropriated fund budgeting under the federal budget process. The fiscal policy guidelines is provided in the NASA Policy Directive (NPD), NASA Management Instruction (NMI), and Financial Management Manual (FMM), which essentially incorporates accounting principles and standards promulgated by the General Accounting Office, Office of Management and Budget and Treasury Department for the guidance to the fiscal aspects of the varied operations and numerous organizational segments. Related reference material used includes NASA procurement regulations, manuals governing contractor operations and the GSFC's pricing manual.

FACTOR 4 - COMPLEXITY

Effort involves reviewing budget estimates and reports from Office staff, contractor financial statements and overall program plans to develop budgetary forecast for the long-range funding of the office. Duties also include monitoring and controlling the obligations and expenditure of funds; monitoring contractor progress in meeting commitments tied to financial and budgetary objectives; and reporting to management on the status of funds and trends in the cost of attaining program objectives.

Work requires the application of fiscal management methods and techniques, and analysis of the cost-effectiveness of contractor operations. Recommends priorities for the allocations and distribution of funds to contractors and supporting offices and made in accordance with policy and regulatory guides and milestones in the development or delivery of key system components. Assures that there is balance at all times between program requirements and resource allocations, and initiates reprogramming actions necessary to correct any imbalances (i.e., overages or

underage of funds). The assignment requires the continual development of new budgetary data and information regarding the SEU missions.

In analyzing program funding needs, the incumbent considers the effect on the following variables on actual costs: technological developments and modification to existing systems, changes in contractor scheduling and production, and increases or decreases in appropriations for the Office. The work requires consideration of conflicting program and budgetary requirements, such as cost increases due to required range support or reduction in the volume of parts originally planned for.

Difficulty is encountered in developing long-range budgetary plans and forecast for the missions, the cost of which are subject to change due to technological advance, equipment modification and the ability of contractors to complete experiments on schedule. Recommendations and decisions on budgetary actions are complicated by the need to coordinate actions within and outside the Agency, such as with private contractors, other agencies and foreign government users.

FACTOR 5 - SCOPE AND EFFECT

The purpose of the work is to provide staff advice, budgetary, administrative and accounting support for the development and acquisition, operation and data analysis of the missions. Recommendations and decisions made by the employee facilitate the cost-effectiveness with which funds are used by private industry contractors.

The incumbent also interprets budgetary policies and guidance and translates program goals and objectives in terms of dollar cost in budget forecasts for the NASA Headquarters Program Office.

Analysis and recommendations have a direct effect on the funds required for missions, which form an integral part of the national and international space program. Systems budgeted and accounted for are national and international in scope.

FACTOR 6 - PERSONAL CONTACTS

The incumbent has personal contacts with all levels of GSFC management, with management from NASA Headquarters, other NASA Centers, other Government agencies, management from private industry, scientific institutions and foreign government agencies.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts with contractors and their representatives are for the purpose of obtaining their compliance with budget and schedule and deadlines concerning the manufacture and delivery of equipment and services.

In meeting with Center managers, the incumbent actively makes suggestions and recommendations which effectively contribute to the decisions and policymaking process.

Recommends and suggests management actions and alternatives which can be taken when available accounting data disclose unfavorable trends. Personally meets with and assists management officials in applying financial data to management problems.

FACTOR 8 - PHYSICAL DEMANDS

Most work is performed in an office while seated at a desk. Moderate physical effort is occasionally required during travel status when lifting suitcases and briefcases for short distances.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office, which is properly heated, lighted and ventilated. The employee periodically visits other offices in the surrounding complex. Travel of more than one mile away from the work site is normally by private automobile, common carrier or other public conveyance.